

# **APPENDIX D**

## *RECORDKEEPING AND REPORTING FORMS*

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Model Facility Site Walk Checklist

Model Annual Inspection Report

# APPENDIX D

## RECORDKEEPING AND REPORTING FORMS

Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Name of Staff Conducting Inspection: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

AREAS/ITEMS TO BE INSPECTED	INSPECTION PERFORMED			
	YES	NO*	NA	COMMENTS
<b>Inspect:</b>				
• Outdoor areas where trash, waste, and scrap materials are stored.				
• Outdoor areas where new materials and supplies, especially liquids, are stored.				
• Fueling islands.				
• Outside areas where vehicle/equipment maintenance is performed.				
• Areas immediately outside of buildings in which vehicle/equipment maintenance is performed.				
• Areas where vehicle/equipment washing is performed.				
<b>Note Whether:</b>				
• Materials are properly contained, stored, and disposed of.				
• Areas where vehicle, equipment, and materials should be covered with a tarp, moved indoors, or provided with a drip pan while parked or stored.				
• Spills, leaks, and drips have been cleaned up and where absorbent and containers for used absorbent materials need to be provided.				
<b>Observe Whether:</b>				
• Potential non-stormwater discharges exist.				
• Buckets containing liquids are sealed and stored in designated areas.				

# APPENDIX D

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AREAS/ITEMS TO BE INSPECTED	INSPECTION PERFORMED			
	YES	NO*	NA	COMMENTS
• All drums and containers are properly labeled as to their contents.				
• Hoses are present and what they are used for.				
• Non-stormwater discharges (e.g., washwater) or excessive roof drainage is contacting contaminated areas of the facility and contributing to nonpoint source pollution.				
<b>Additional Areas/Items Inspected:</b>				
•				
•				
•				
•				
•				

\* Explain in the Comments column why the area/item was not inspected and what action, if any, needs to be taken.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

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Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Name of Staff Conducting Inspection: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

FACILITY ACTIVITIES	BMPs IMPLEMENTED			
	YES	NO*	NA	COMMENTS
<b>Material Loading/Unloading/Handling/Storage</b>				
• Are loading/unloading areas covered?				
• Is the use of safer alternative products promoted?				
• Are wastes tracked, re-used, and recycled properly?				
• Are materials stored indoors or in covered and bermed areas?				
• Is secondary containment provided, where appropriate?				
• Are materials are stored in covered, bermed areas?				
• Are material and waste containers covered and/or have lids?				
• Are material stockpiles stored indoors or covered with a roof or tarp?				
• Are materials returned to designated storage areas after use?				
• Are storage areas and material containers protected from equipment and vehicle traffic?				
<b>Filling of ASTs/USTs</b>				
• Is the filling of ASTs/USTs monitored?				
• Do ASTs have secondary containment where appropriate?				
• Is secondary containment in place during filling of ASTs/USTs?				

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FACILITY ACTIVITIES	BMPs IMPLEMENTED			
	YES	NO*	NA	COMMENTS
<b>Dispensing Fuel</b>				
• Is fueling monitored?				
• Are signs posted warning against "topping off" and requiring attendance during fueling operations?				
• Are pump shut off valves clearly marked?				
• Is the fueling area designed to prevent flow through of stormwater and runoff of spills?				
<b>Vehicle/Equipment Maintenance</b>				
• Is there a preventive maintenance program?				
• Are maintenance activities conducted indoors or under cover?				
• Are maintenance activities conducted on paved surfaces in designated areas?				
• Are vehicle and equipment wastes collected, recycled, and disposed of properly?				
<b>Vehicle/Equipment Parking and Storage</b>				
• Are vehicles and equipment kept off erodible areas?				
• Are vehicles and equipment parked and stored in designated areas only?				
• Are drip pans placed under stored vehicles and equipment to contain leaks?				
<b>Vehicle/Equipment /Material Washing and Steam Cleaning</b>				
• Are signs prohibiting vehicle and equipment washing and steam cleaning posted?				
• Are washing and steam cleaning activities performed offsite at commercial facilities or in designated areas?				

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FACILITY ACTIVITIES	BMPs IMPLEMENTED			
	YES	NO*	NA	COMMENTS
• Are designated wash areas covered and bermed?				
• Are washing and steam cleaning discharges prevented from entering the storm drain system?				
<b>Leak and Spill Cleanup</b>				
• Are leaks and spills cleaned up immediately using dry methods (i.e., brooms, rags, or absorbents)?				
• Are materials to clean up spills and leaks easily accessible and clearly marked?				
• Are used absorbents and spill cleanup materials and contaminated soils promptly and properly disposed?				
<b>Landscape, Garden, and General Maintenance and Cleaning</b>				
• Have non-storm discharges to the storm drains been eliminated?				
• Are good housekeeping practices implemented and reminders posted in appropriate locations?				
• Are work areas and outside areas kept clean and orderly?				
• Are garbage and waste materials collected and disposed of regularly?				
• Is the use of less harmful (i.e., safer alternative) products promoted?				
• Are employees trained and regularly informed of BMPs and good housekeeping practices and trained in the use of spill control materials?				

\* Indicate in the "Comments" column what action will be taken to implement the BMP or that the BMP is no longer appropriate.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_